

I. INTRODUCTION

This position is located in a Division of the Agricultural Marketing Service. AMS has the responsibility for inspection and grading services, standardization, market news, regulatory programs, marketing agreements and orders, management services, and related programs assigned to the Agency.

The employee performs a variety of stenographic, typing and clerical duties in support of an assigned organizational unit.

II. MAJOR DUTIES

Takes and transcribes dictation of a variety of material including letters, memoranda and reports pertaining to the activities of the unit.

Types a variety of material from longhand or typed rough draft into final format. Typed information may include terms and phrases related to the field of agriculture. The incumbent is responsible for the correct format, punctuation, spelling, grammar, etc. the typing may be performed on an electric typewriter, microcomputer, or other office keyboard equipment.

Maintains a variety of files and records with responsibility for properly filing materials by subject matter.

Receives incoming telephone calls and personal visitors. Typical telephone calls are from the local, regional or national office levels. Provides information relating to the activities of the office. Refers visitors or callers to the proper staff member.

As required, maintains office supplies and prepares requisitions; performs duplicating services; and assists with office item and attendance reports.

Prepares noncomplex reports and forms in accordance with prescribed formats.

Opens and distributes mail within the unit.

III. FACTORS

Factor 1. Knowledge Required by the Position Level 1-3, 350 points

Skill in taking and transcribing dictation. A qualified stenographer is required. Skill in operating a typewriter, microcomputer, or other office keyboard equipment. A qualified typist is required. Knowledge of grammar, spelling, capitalization, punctuation, and common terms used in the office needed to type a variety of material from rough draft and written material. Knowledge of office filing systems in order to file or locate information. Knowledge of office organization to route visitors and phone calls and distribute mail. Knowledge of office functions and procedures to provide nontechnical information.

Factor 2. Supervisory Controls

Level 2-2, 125 points

The supervisor provides general guidance and instructions on priorities and deadlines for assignments. The employee receives instructions for new assignments, but completes routine tasks independently. When problems arise or action requires deviations from the normal methods and procedures, the employee receives further guidance. Completed work is spot-checked for compliance with procedures, completeness, and accuracy.

Factor 3. Guidelines

Level 3-1, 25 points

Specific written guidelines are available for reference purposes, including dictionaries, correspondence manuals, written office guidelines, and Agency, Department, Division, and Branch instructions. The employee is directed to the appropriate references to cover specific situations. All deviations from the guidelines must be authorized by the supervisor.

Factor 4. Complexity

Level 4-1, 25 points

Material is typed in final form from rough draft, handwritten copy or voice dictation. The incumbent corrects grammar, spelling, capitalization, and punctuation and insures proper format.

Factor 5. Scope and Effect

Level 5-1, 25 points

The purpose of the work is to provide stenographic and clerical support to the office. The work contributes to the efficiency and effectiveness of the office programs.

Factor 6. Personal Contacts

Level 6-2, 25 points

Contacts are with employees in the organizational unit and office visitors and callers, and employees in other government agencies.

Factor 7. Purpose of Contacts

Level 7-1, 20 points

Contacts are for the purpose of receiving assignments, taking and relaying messages, and directing callers and visitors.

Factor 8. Physical Demands

Level 8-1, 5 points

The work is sedentary. There may be some walking, standing, bending, and carrying of light items, such as paper and books.

Factor 9. Work Environment

Level 9-1, 5 points

The work is performed in an office setting.

TOTAL POINTS - 605